

## **Information Systems Team Standard Operating Procedures**

**Job Title:** Information Technology Programmer/Analyst II (Akemi M. Dean)

**Job Summary:** Support the Division's billing systems, develop new software, and enhance existing software.

### **Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)**

- **DASID load.** (Load valid DASID codes to the FleetAnywhere and PLUS systems) (D)
- **Perform oversight of the Gascard file download and load to the Fuel database.** (D)
- **Perform all preparations related to Fuel billing.** (M)
- **Run and post Surplus billing.** (M)
- **Archive and delete FleetAnywhere logs.** (M/AN)
- **Perform DASID mass changes.** (AN)
- **Submit IT plans and budget information to DFO Administration.** (Y)
- **Meet with IT employees to evaluate standards in the performance plans.** Performance plans need to be updated yearly as part of the evaluation. (Y/AN)
- **Provide internal/external customers with needed reports/data.** (AN)
- **Perform Program Maintenance.** (AN)
- **Perform Program Development.** (AN)
- **Coordinate the Database Administrator function with ITS.** (Any tasks relating directly to Database such as creating, tuning and enhancing database) (AN)
- **Coordinate and follow up on assigned projects.** (AN)
- **Keep track of PC, laptop and server replacements**(AN)

### **Important processes I am responsible for or part of?**

Refer to the following documents in F:\users\common\ltdocs

- DBA-space problem.doc
- DBA-take down and start instance.doc
- FA erros.doc

- List of scheduled jobs.doc
- Surplus Billing Procedure.doc

<b>Person(s) that back me up when I am on lunch, or take vacation/sick leave?</b>
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- The Programmers (currently, Judy Wilkins and Rich Hullinger) for technical tasks.
- The Deputy Director (currently, Margaret Chambers) for managerial tasks.